

CONTRACT CHECKLIST:

All contracts ("price agreements") which require DAS/ Purchasing approval, must include at a minimum the following items:

- _____ Standard State Purchasing Contract Form, or similar format
- _____ Name of State Agency
- _____ Name of Contractor
- _____ Legal Status of Contractor
- _____ Federal Tax ID#
- _____ Vendor #
- _____ Commodity Code #
- _____ General Purpose of Contract
- _____ Procurement (Bid # , or Pre-approved Sole Source Documentation)
- _____ Effective (starting) Date
- _____ Termination Date
- _____ Renewal Options (only if included in the bid solicitation)
- _____ Contract Costs (total amount to be paid to contractor)
- _____ Attachment A: Standard Terms and Conditions (revised 1/5/2000)
(required for all contracts)
- _____ Attachment B: Scope of Work (the details of the contract)
(required for all contracts)
- _____ Other Attachments (if needed)
- _____ Signature Block for Contractor
- _____ Signature Block for Agency
- _____ Signature Block for Purchasing
- _____ Signature Block for Finance
- _____ Four copies of contract (1. Finance's copy, 2. Agency's copy, 3. Contractor's copy, 4. Purchasing's copy)

Items marked with an **X** indicates items missing from your contract.

Please add these items to your contract and return the corrected contract to:
Shirley Williams, Contract Analyst, Division of Purchasing.